



Application Checklist for Storm Water Management Program Plans (SWMPP)



I. Priority areas for the implementation of the SWMPP (refer to Part II and Part IV.A.5 General Permit)

Discharge to Surface Waterbody (General Issues)

- ☐ Identify major surface waters within the regulated area. Identify if defined as Outstanding Natural Resources Waters and Special Resource Protection Waters in the RI Water Quality Regulations.
- ☐ To the extent the information is available at the time of application, determine whether any portion of the MS4 or any facility owned or operated by the MS4 operator, discharges either directly or indirectly into a water body on the current 303(d) list.
- ☐ If so, identify if the MS4 or facility discharges the pollutant(s) that is causing the impairment.

Discharges to Impaired Waters

- ☐ Identify if a TMDL has been approved for any water body that the MS4 or facility contributes directly or indirectly the pollutant(s) of concern, and address the TMDL provisions.
- ☐ If a TMDL has not been approved, include a description of the six minimum measures and specific BMPs that will be used to control the pollutant(s) of concern, to the maximum extent practicable from existing and new sources.
- ☐ To the extent the information is available at the time of application, the SWMPP must identify the names of all known receiving waters that receive a discharge from the MS4, as well as the number of outfalls to each water body.

Discharge to Other Waters of Concern

- ☐ Describe the implementation of the six minimum measures and specific BMPs if the MS4 discharges to Outstanding Natural Resources Waters and Special Resource Protection Waters.
- ☐ Identify discharges to a critical habitat of a listed or a proposed to be listed endangered or threatened species.

Comments:

II. Public education and outreach (refer to Part IV.B.1 General Permit)

Strategies to Inform the Community

Plan discusses strategies used to inform the community on:

- ☐ Steps individuals can take to reduce storm water pollution.

- ☐ Becoming involved in the storm water program.

Forming Partnerships

- ☐ Strategies of how operators will utilize partnerships with other governmental and non-governmental entities.

Targeting Audiences

- ☐ List of the target audiences who are likely to have significant storm water impacts including:
- ☐ Commercial,
 - ☐ Industrial, and
 - ☐ Institutional entities.
- ☐ Describe why the target audiences were selected.
- ☐ Describe strategies to involve diverse audiences

Required Public Outreach Elements

- ☐ The mechanism(s) (e.g., printed brochures, newspapers, media, workshops, etc.) that will be used to inform audiences.
- ☐ List of the target pollutant sources the public education program is designed to address.
- ☐ Required topics:
- ☐ Impact of storm water on local receiving water bodies.
 - ☐ Illegal dumping into storm drains.
 - ☐ Reducing pollution from allowable non-storm water discharges that the Director or the operator have determined to be significant contributors of pollutants to the MS4.
- ☐ Recommended topics should include: litter disposal, pet waste, waterfowl, chlorinated pool discharges, household hazardous waste disposal, vehicle maintenance, vehicle washing, pavement washing, external building washdown, proper use of fertilizers and pesticides, as well as maintenance of Individual Sewage Disposal System (ISDS), if applicable.

Responsibility for Program Elements

- ☐ Identify the person(s), department, or qualifying state or local program responsible or sharing responsibility for the implementation of a minimum measure.
- ☐ If the operator shares the responsibility or relies on another entity to implement one or more of the minimum measures, identify the specific minimum measure and the roles of each party.
 - ☐ If the other entity fully implements the control measure on the operator's behalf, a legally binding written acceptance of this obligation must be included as part of the SWMPP.
 - ☐ If the other entity implements a specific BMP within a minimum measure, identify the specific BMP and the roles of each party.
- ☐ List names, titles, contact information (phone number, address, fax, email) and anticipated responsibility for each official or entity overseeing implementation of the plan.

Measures of Success

- ☐ Procedures to evaluate the success of the minimum measure for each BMP proposed in the SWMPP.
- ☐ How the measurable goals for each of the BMPs were selected.

- ☐ Time-lines and milestones for BMP implementation of an ongoing Program implemented over the five-year permit term.
- ☐ Municipalities must discuss, cost and financing mechanisms for implementation of each measurable goal (NPS Grant requirement).

Required Measurable Goals for this Minimum Measure:

- ☐ **Measurable goals identified for each BMP.**
- ☐ **Development of strategies within first year (refer to Part IV.B.1.b.2 and 4).**

Comments:

III. Public Involvement/Participation (refer to Part IV.B.2 General Permit)

Development of the Plan

- ☐ Efforts to engender public involvement.
- ☐ Description of how the community was involved in the development and submittal of the NOI and the SWMPP (e.g., citizen representatives on a storm water management panel, public hearings, etc.). At a minimum, this should include:
 - ☐ List of SWMPP steering committee members.
 - ☐ List of meetings held with dates of meetings.
 - ☐ Summaries of each meeting.
 - ☐ List of meeting attendees.
 - ☐ Types of ethnic and economic groups engaged
- ☐ Description of how development of the SWMPP complies with all applicable state and local notice requirements. (At a minimum the SWMPP will be subject to a municipal public meeting, approval by town or city council and approval by RIDEM.)
- ☐ A public hearing was held if a specific BMP is being proposed in the plan for State Revolving Loan funding. Otherwise a public meeting is acceptable.
- ☐ Discuss alternative advertising methods and reaching ethnically diverse audiences whenever practicable. (Methods beyond minimum notice requirements.)

Plan Implementation

- ☐ Describe the types of public involvement activities included in the program (e.g. citizen representatives on a storm water management panel, public hearings, volunteer monitoring, etc.).
- ☐ A summary of the public participation process that will be used to implement and amend the plan.

Plan Evaluation and Revision

- ☐ Description of the process used to:
 - ☐ Evaluate and assess the Program,
 - ☐ Develop the Annual Report,
 - ☐ Issue public notice,
 - ☐ Hold a public meeting/hearing, and
 - ☐ Respond to comments.

Responsibility for Program Elements

- ☐ Identify the person(s), department, or qualifying state or local program responsible or sharing responsibility for the implementation of a minimum measure.
 - ☐ If the operator shares the responsibility or relies on another entity to implement one or more of the minimum measures, identify the specific minimum measure and the roles of each party.
 - ☐ If the other entity fully implements the control measure on the operator's behalf, a legally binding written acceptance of this obligation must be included as part of the SWMPP.
 - ☐ If the other entity implements a specific BMP within a minimum measure, identify the specific BMP and the roles of each party.
- ☐ List names, titles, contact information (phone number, address, fax, email) and anticipated responsibility for each official or entity overseeing implementation of the plan.

Measures of Success

- ☐ Procedures to evaluate the success of the minimum measure for each BMP proposed in the SWMPP.
- ☐ How the measurable goals for each of the BMPs were selected.
- ☐ Time-lines and milestones for BMP implementation of an ongoing Program implemented over the five-year permit term.
- ☐ Municipalities must discuss, cost and financing mechanisms for implementation of each measurable goal (NPS Grant requirement).

Required Measurable Goals for this Minimum Measure:

- ☐ **Measurable goals identified for each BMP.**
- ☐ **Development of strategies within first year (refer to Part IV.B.2.b.2).**

Comments:

IV. Illicit Discharge Detection and Elimination (refer to Part IV.B.3 General Permit)

Mapping the MS4 and Tagging Outfalls

- ☐ Description of how a storm sewer map showing the location of all the outfalls and the names and location of all receiving waters has or will be developed.

- ☐ A description of the sources of information used for the maps.
- ☐ Procedures to verify the outfall locations with field surveys and map by GPS or other advanced surveying technology.
- ☐ A description of how recording of additional elements for those portions of system investigated (e.g., catch basins, manholes and pipes within the system, and location of identified physical interconnections with other MS4s), will be completed.
- ☐ Describe how the system map will be updated on an on-going basis for new MS4 construction project or when any changes are made to the system.
- ☐ Procedures for tagging all accessible outfall pipes (optional if GPS is of sufficient accuracy to allow identification of individual pipes).

Prohibiting Illicit Discharge

- ☐ Identify the mechanism (ordinance or other regulatory mechanism) that will be used to effectively prohibit illicit discharges into the MS4 and why the particular mechanism was chosen.
- ☐ If the ordinance or regulatory mechanism is already developed and in place, include a copy of the relevant sections with the SWMPP along with a statement from the city solicitor or a municipal official acting in a comparable capacity, that the ordinance or regulatory mechanism provides the authority to adequately carry out the requirements of the permit.

If the regulatory mechanism is not in place, describe in the SWMPP:

- ☐ Process to develop the regulatory mechanism.
- ☐ Schedule to develop the regulatory mechanism.
- ☐ Provide a draft or a proposed regulatory mechanism.
- ☐ Procedures to ensure through appropriate enforcement procedures and actions that the illicit discharge ordinance (or other regulatory mechanism) will be implemented.

Detection and Elimination Program

Implementation Strategy

- ☐ Investigation of complaints.
- ☐ Locating priority areas for inspection, which include areas with higher likelihood of illicit connections, high incidences of complaints, or determined through ambient sampling as documented in a TMDL or other water quality study to locate impacted reaches.
- ☐ Detecting and addressing non-storm water discharges, including illegal dumping, hazardous waste/material spills and ISDS where applicable.

Standard Operating Procedures

- ☐ Catch basin and manhole inspections for illicit connections.
- ☐ Tracing the source of an illicit discharge.
- ☐ Removing the source of the illicit discharge including:
 - ☐ Enforcement process, and
 - ☐ Physical removal of illicit discharges.

Dry Weather Surveys

- ☐ Identification of dry weather flows (dry weather surveys must be conducted no less than 72 hours after the last rain fall of 0.10 inches or more).
- ☐ Visual observations include:
 - odors,
 - sheen,
 - stressed vegetation,
 - coloration/staining,
 - algae growth,
 - sedimentation and/or scouring in the vicinity of the outfalls
- ☐ Dry weather flows from outfalls analyzed for:
 - temperature,
 - conductivity,
 - pH, and
 - bacteria.
 - flow measurements (recommended)
- ☐ If visual observations indicate the presence of illicit discharges additional sampling and analysis for any other parameters that may be useful in the identification of the illicit discharge must be performed as warranted.

Note: For areas served by sanitary sewers bacteria sampling is only required for the dry weather survey conducted between July 1 and October 31. Bacteria sampling may be waived upon approval, for any outfall that is already identified as an illicit discharge of bacteria and is identified in the plan for further investigation and/or elimination or the permittee identifies existing recent applicable dry weather bacteria sampling data (e.g., DEM Shellfish Shoreline Survey data, TMDL data, etc.)

Record Keeping

All actions related to the status of investigations and corrective actions required and completed. (A relational database is recommended.)

- ☐ Tracking of complaints.
- ☐ Data required for program evaluation and assessment including documenting results and evaluating impact on sewer system subsequent to the removal.

Coordination

- ☐ Procedures for coordinating with other physically interconnected MS4s, including State and federal owned or operated MS4s, when illicit discharges are detected or reported.
- ☐ Procedures for referral to RIDEM on non-storm water discharges not authorized which the operator has deemed appropriate to continue discharging to the MS4, for consideration of an appropriate permit.
- ☐ Include a description on how this plan will be coordinated with the public education minimum measure and the pollution prevention/good housekeeping minimum measure programs.

Education and Outreach:

- ☐ Plans on how to inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste as well as allowable non-storm water discharges identified as

significant contributors of pollutants including a strategy to educate the regulated community on methods to detect and eliminate illicit discharges. Examples of educational methods include, but are not limited to informative brochures, and guidance for specific audiences (e.g., carpet cleaning businesses) and school curricula; publicize and facilitate public reporting of illicit discharges; coordinating volunteers for locating, and visually inspecting, outfalls or stenciling storm drains; and initiating recycling programs for commonly dumped wastes, such as motor oil, antifreeze, and pesticides.

Responsibility for Program Elements

- ☐ Identify the person(s), department, or qualifying state or local program responsible or sharing responsibility for the implementation of a minimum measure.
 - ☐ If the operator shares the responsibility or relies on another entity to implement one or more of the minimum measures, identify the specific minimum measure and the roles of each party.
 - ☐ If the other entity fully implements the control measure on the operator's behalf, a legally binding written acceptance of this obligation must be included as part of the SWMPP.
 - ☐ If the other entity implements a specific BMP within a minimum measure, identify the specific BMP and the roles of each party.
- ☐ List names, titles, contact information (phone number, address, fax, email) and anticipated responsibility for each official or entity overseeing implementation of the plan.

Measures of Success

- ☐ Procedures to evaluate the success of the minimum measure for each BMP proposed in the SWMPP.
- ☐ How the measurable goals for each of the BMPs were selected.
- ☐ Time-lines and milestones for BMP implementation of an ongoing Program implemented over the five-year permit term.
- ☐ Municipalities must discuss, cost and financing mechanisms for implementation of each measurable goal (NPS Grant requirement).

Required Measurable Goals for this Minimum Measure:

- ☐ **Measurable goals are identified for each BMP.**
- ☐ **Develop outfall map by the third year.**
- ☐ **Development of strategies for tagging, coordinating with physically interconnected MS4s, referral to DEM and tracking actions if not already included (refer to Part IV.B. 3.b.2, 7, 8, and 10) by the first year.**
- ☐ **Introduction of ordinance must be completed within the first year and adoption by the second year.**
- ☐ **Inspect all catch basins and manholes at least once by fourth year.**
- ☐ **Minimum of two surveys conducted, one between January 1st - April 30th and one between July 1st - October 31st by the fourth year (only July 1st - October 31st survey required for areas served by sanitary sewers).**

Comments:

V. Construction Site Storm Water Runoff Control (refer to Part IV.B.4 General Permit)

Regulatory Mechanism

- ☐ Identify mechanism (ordinance or other regulatory mechanism) that:
 - ☐ Requires sediment and erosion control BMPs consistent with the requirements of the Rhode Island Soil Erosion and Sediment Control Handbook (as amended).
 - ☐ Control of other wastes at construction sites.
 - ☐ Applies to all disturbances of one acre or larger.
 - ☐ Has sanctions to ensure compliance.
- ☐ If the mechanism is in place at the time of application, the operator must submit:
 - ☐ A copy of all relevant sections.
 - ☐ A statement from the City Solicitor, legal counsel, or an official acting in a comparable capacity, that the mechanism provides the authority to adequately carry out the requirements of Part IV.B.3.a of this permit.

Permit Tracking

- ☐ Procedures for issuing and tracking permits to ensure compliance with erosion and sediment control mechanism. (A relational database is recommended.)

Site Inspections

- ☐ Procedures for site inspection of erosion and sediment control measures and other measures for control of waste at construction sites that includes two inspections of all construction sites, first inspection to be conducted during construction for compliance of the Erosion and Sediment controls at the site, the second to be conducted after the final stabilization of the site.

Site Plan Review

- ☐ Procedures for plan and SWPPP review for all construction sites with resulting land disturbance equal to or greater than 1 acre that discharge or have the potential to discharge storm water to the MS4.

Note: The operator may reference a qualifying local program (QLP) which may be a State or local program, to satisfy the requirements of Part IV.B of the General Permit. Where the QLP does not include one or more of the required elements, the operator is responsible for implementing the missing elements and is required to include the missing elements in the SWMPP. The operator of the MS4 may accept the reviews from Wetlands, Water Quality Certification, and CRMC. The operator of the MS4 may also accept approvals from RIDEM RIPDES Program for discharges of storm water associated with construction activity from all sites with resulting land disturbance equal to or greater than 5 acres and all sites with resulting land disturbance equal to or greater than 1 acre if the facility is also subject to permitting for storm water discharges associated with industrial activity as defined under RIPDES Rule 31(b)(15)(i)-(ix) and (xi). If this is the case the SWMPP shall include procedures for coordination of site plan and SWPPP review with the QLP, inspections and enforcement when relying on State program reviews of construction activity.

Enforcement Procedures

- ☐ Procedures for receipt and consideration of information submitted by the public. Potential coordination of this minimum measure with the public education program.
- ☐ Procedures to ensure compliance with the erosion and sediment control regulatory mechanism, including the sanctions and enforcement mechanisms that will be used to ensure compliance. Describe the procedures for the use of certain sanctions (i.e., non-monetary penalties, fines, bonding requirements, and/or permit denials for non-compliance
- ☐ Procedures for referral to the State of non-compliant construction site operators.

Responsibility for Program Elements

- ☐ Identify the person(s), department, or qualifying state or local program responsible or sharing responsibility for the implementation of a minimum measure.
 - ☐ If the operator shares the responsibility or relies on another entity to implement one or more of the minimum measures, identify the specific minimum measure and the roles of each party.
 - ☐ If the other entity fully implements the control measure on the operator's behalf, a legally binding written acceptance of this obligation must be included as part of the SWMPP.
 - ☐ If the other entity implements a specific BMP within a minimum measure, identify the specific BMP and the roles of each party.
- ☐ List names, titles, contact information (phone number, address, fax, email) and anticipated responsibility for each official or entity overseeing implementation of the plan.

Measures of Success

- ☐ Procedures to evaluate the success of the minimum measure for each BMP proposed in the SWMPP.
- ☐ How the measurable goals for each of the BMPs were selected.
- ☐ Time-lines and milestones for BMP implementation of an ongoing Program implemented over the five-year permit term.
- ☐ Municipalities must discuss, cost and financing mechanisms for implementation of each measurable goal (NPS Grant requirement).

Required Measurable Goals for this Minimum Measure:

- ☐ **Measurable goals identified for each BMP.**
- ☐ **Develop and introduce mechanism within the first year after obtaining the legal authority, and adoption completed by the second year.**
- ☐ **Develop strategies and procedures for issuing and tracking permits, coordination with State programs and procedures for referral to DEM (refer to Part IV.B.4.2, 5, and 8).**
- ☐ **Issue permits or implement policies and procedures for all construction projects resulting in land disturbances of one or more acres by the second year.**
- ☐ **Review 100% of plans and SWPPPs for construction projects one or more acres not reviewed by other State Programs (Wetlands, RIPDES, Water Quality Certification, CRMC) by second year.**
- ☐ **Inspect 100% of all construction projects within the regulated area that discharge or have the potential to discharge to the MS4 regardless of who performed the review by the second year.**

Comments:

VI. Post Construction Storm Water Management in New Development/Redevelopment (refer to Part IV.B.5 GP)

Plan review

- ☐ Procedures for pre-application meetings with representatives of construction projects, to be held prior to the development of any engineering design work.
- ☐ Include the review of post-construction BMPs which incorporates consideration of potential water quality impacts for all construction sites with resulting land disturbance greater than one (1) acre.

Note: The operator may reference a qualifying local program (QLP) which may be a State or local program, to satisfy the requirements of the General Permit. Where the QLP does not include one or more of the required elements, the operator is responsible for implementing the missing elements and is required to include the missing elements in the SWMPP. The operator of the MS4 may accept the reviews from Wetlands, Water Quality Certification, and CRMC. The operator of the MS4 may also accept approvals from RIDEM RIPDES Program for discharges of storm water associated with industrial activity as defined under RIPDES Rule 31(b)(15)(i)-(ix) and (xi). If this is the case the SWMPP shall include procedures for coordination of site plan and SWPPP review with the QLP, inspections and enforcement when relying on State program reviews of construction activity.

Coordination

- ☐ Description of how the program will coordinate with existing State programs requiring post-construction storm water management such as RIDEM RIPDES, Wetlands, Water Quality Certification Program and CRMC.
- ☐ Procedures for identifying and referral of new discharges of storm water associated with industrial activity as defined in RIPDES Rule 31(b)(15).

Best Management Practices

- ☐ Description of a method to address storm water runoff from new development and redevelopment projects. This must include any specific priority areas for the program.
- ☐ Description of how the program is consistent with the State of Rhode Island Stormwater Design and Installation Manual (as amended).
- ☐ Description of how the program will be specifically tailored for the local community or facility, will minimize water quality impacts, and will work to maintain pre-development runoff conditions considering opportunities for groundwater recharge. (At a minimum the discussion should include the consideration of the following.)

Any non-structural BMPs in the program, including, as appropriate:

- ☐ Policies and ordinances that provide requirements and standards to direct growth to identified areas, protect sensitive areas such as wetlands and riparian areas, maintain and/or increase open space (including a dedicated source for open space acquisition), provide buffers along sensitive water bodies, minimize impervious surfaces, and minimize disturbance of soils and vegetation.
- ☐ Policies and ordinances that encourage in fill development in higher density urban areas, and areas with existing storm sewer infrastructure.
- ☐ Education programs for developers and the public about project designs that minimize water quality impacts.
- ☐ Other measures such as minimization of the percentage of impervious area after development, use of measures to minimize directly connected impervious areas, and source control measures often thought of as good housekeeping, preventive maintenance and spill prevention.

Any structural BMPs in the program, including, as appropriate:

- ☐ Storage practices such as wet ponds, extended-detention outlet structures and below-ground storage.
- ☐ Filtration practices such as grass swales, bioretention cells, sand filters and filter strips.

- ☐ Infiltration practices such as infiltration basins and infiltration trenches.

Regulatory Mechanism

- ☐ The mechanism (ordinance, such as the Rhode Island Stormwater Ordinance, or other regulatory mechanism) that will be used to address post-construction runoff from new development and redevelopment, including but not limited to requirements for proper installation and operation and maintenance of structural BMPs, requirements and standards for non-structural BMPs, as well as sanctions to ensure compliance and why the particular mechanism was chosen. Measurable goal: develop and introduce the mechanism within the first year of the program and adoption by the second year.
- ☐ If the mechanism is in place at the time of application, the operator must submit a copy of all relevant sections with the SWMPP along with a statement from the City Solicitor, legal counsel, or an official acting in a comparable capacity, that the mechanism provides the authority to adequately carry out the requirements of Part IV.B.5 of this permit.

Operation and Maintenance of BMPs

- ☐ Procedures for post-construction inspection of BMPs, to ensure these are constructed in accordance with the approved plans.
- ☐ Description of how the long-term O&M of the selected BMPs, for new development and re-development, will be ensured.
- ☐ Strategies to help ensure that future O&M responsibilities are clearly identified include an agreement between the operator and another party such as the post-development landowners or regional authorities.
- ☐ Procedures tracking required O&M actions for site inspections and enforcement of the O&M of structural BMPs.
- ☐ Develop a program to identify existing storm water structural BMPs discharging to the MS4 with a goal of ensuring long term O&M of the BMPs.

Responsibility for Program Elements

- ☐ Identify the person(s), department, or qualifying state or local program responsible or sharing responsibility for the implementation of a minimum measure.
- ☐ If the operator shares the responsibility or relies on another entity to implement one or more of the minimum measures, identify the specific minimum measure and the roles of each party.
- ☐ If the other entity fully implements the control measure on the operator's behalf, a legally binding written acceptance of this obligation must be included as part of the SWMPP.
- ☐ If the other entity implements a specific BMP within a minimum measure, identify the specific BMP and the roles of each party.
- ☐ List names, titles, contact information (phone number, address, fax, email) and anticipated responsibility for each official or entity overseeing implementation of the plan.

Measures of Success

- ☐ Procedures to evaluate the success of the minimum measure for each BMP proposed in the SWMPP.
- ☐ How the measurable goals for each of the BMPs were selected.
- ☐ Time-lines and milestones for BMP implementation of an ongoing Program implemented over the five-year permit term.

- ☐ Municipalities must discuss, cost and financing mechanisms for implementation of each measurable goal (NPS Grant requirement).

Required Measurable Goals for this Minimum Measure

- ☐ **Measurable goals identified for each BMP.**
- ☐ **Develop strategies and procedures for program consistency with RI Storm Water Design Manual, pre-application meetings, coordination with existing State programs, referral of new industrial activity discharges, post-construction inspection of BMPs, identifying existing structural BMPs (refer to Part IV.B.5.b.2, 3, 5, 6, 10, and 12).**
- ☐ **Develop and introduce the regulatory mechanism within the first year of the program and adoption by the second year.**
- ☐ **Review 100% of plans for development projects one or more acres not reviewed by other State programs (Wetlands, RIPDES, Water Quality Certification, CRMC) by the second year.**
- ☐ **Inspect 100% of all construction projects that discharge or have the potential to discharge to the MS4 in regulated areas regardless of who performs the review by the second year.**

Comments:

VII. Pollution Prevention and Good House Keeping in Municipal Operations (refer to Part IV.B.6 GP)

General

- ☐ Description of controls for reducing or eliminating the discharge of pollutants from streets, roads, catch basins, curbs, gutters, ditches, man-made channels, or storm drains.

O&M for MS4

- ☐ Description of the O&M program to prevent or reduce pollutant runoff and runoff volumes from the MS4.
- ☐ Description of maintenance activities, maintenance schedules, and long-term inspection procedures for controls to reduce floatables and other pollutants from the MS4.
- ☐ Procedures for the proper disposal of waste removed from MS4s and waste from other municipal operations, including accumulated sediments, floatables and other debris.

O&M for Structural BMPs

- ☐ Procedures for identification of structural BMPs owned or operated by the small MS4 operator.
- ☐ Development of a schedule for routine inspection and maintenance of structural BMPs.
- ☐ Procedures to maintain records on inspections and maintenance performed on structural BMPs.

O&M for Catch Basins

- ☐ Procedures for implementation of a regular catch basin inspection and cleaning program to inspect of all catch basins and manholes, document the results of the inspection, and clean structures as necessary. The program must also include procedures to increase the inspections and cleaning based on field investigations, complaints and areas that are prone to sediment accumulation.
- ☐ Describe coordination of inspection of catch basins for maintenance and inspection for illicit discharge detection and when mapping additional elements of the MS4.

Roadways

- ☐ Procedures to minimize erosion of road shoulders and roadside ditches by requiring stabilization of those areas.
- ☐ Procedures for the development and implementation of a regular street and road sweeping program that includes sweeping of all streets and roads within the regulated area twice annually to be conducted late spring and fall of each year. This program must include identification of areas that require more frequent sweeping based on complaints received, historical records, high potential for sediment accumulation and the result of catch basin inspection and cleaning.

Outfalls

- ☐ Procedures to identify and report known discharges causing scouring at outfall pipes or outfalls with excessive sedimentation for the Department to determine on a case by case basis if the scouring or sedimentation is a significant and continuous source of sediments.
- ☐ Procedures to remediate scouring or sedimentation at outfalls upon written notification by the Department.

Industrial Facilities

- ☐ List the operations, including activities and facilities that have the potential to introduce pollutants into storm water runoff and are covered by this O&M program.

Note: Includes pesticide/herbicide/fertilizer application, chemical and waste handling and storage, vehicle fueling, vehicle washing, vehicle maintenance, sand/salt storage and snow disposal and facilities such as public works facilities with maintenance and storage yards, waste transfer stations, municipal wastewater and water treatment facilities, municipal parking lots and parking areas at, public schools, municipal offices, and fire and police departments, parks and open space, owned or operated by the municipality.

- ☐ For each facility or activity, a brief narrative description of the facility and activities, including:
 - ☐ Assessment of potential pollutants.
 - ☐ Structural controls.
 - ☐ Preventative maintenance.
 - ☐ Inspections of BMPs.
 - ☐ Chemical and material storage practices.
 - ☐ Spill and leak prevention and response procedures.
 - ☐ Vehicle maintenance, fueling, and washing.
 - ☐ Employee training.
 - ☐ Strategies to reduce runoff volumes such as reducing impervious surfaces and infiltration of storm water.
- ☐ List of industrial facilities owned and operated by the municipality, which have storm water discharges associated with industrial activity that ultimately discharge to an MS4 or to a waters of the State.

- ☐ For all facilities with discharges of storm water associated with industrial activity, the SWMPP must contain a site specific SWPPP. **(Refer to SWPPP checklist in Appendix A).**

Employee Training

- ☐ All government employee training programs for:
- ☐ Park and open space maintenance.
 - ☐ Fleet and building maintenance.
 - ☐ New construction and land disturbances.
 - ☐ Storm water system maintenance.
- ☐ Description of how training programs will be coordinated with the outreach programs developed for the public information minimum measure and the illicit discharge minimum measure.

New Operations

- ☐ Procedures to ensure that design and construction of new elements of the MS4 and repairs of existing elements of the MS4 undertaken by the operator are assessed for potential water quality impacts and incorporation of additional water quality protection devices or practices.
- ☐ Procedures for implementing proper erosion and sediment and water quality controls for all construction projects undertaken by the operator including roadway re-paving and flood control projects. The plan must identify all planned major capital improvements and opportunities to improve storm water quality management for municipal new development and re-development projects.

Responsibility for Program Elements

- ☐ Identify the person(s), department, or qualifying state or local program responsible or sharing responsibility for the implementation of a minimum measure.
- ☐ If the operator shares the responsibility or relies on another entity to implement one or more of the minimum measures, identify the specific minimum measure and the roles of each party.
 - ☐ If the other entity fully implements the control measure on the operator's behalf, a legally binding written acceptance of this obligation must be included as part of the SWMPP.
 - ☐ If the other entity implements a specific BMP within a minimum measure, identify the specific BMP and the roles of each party.
- ☐ List names, titles, contact information (phone number, address, fax, email) and anticipated responsibility for each official or entity overseeing implementation of the plan.

Measures of Success

- ☐ Procedures to evaluate the success of the minimum measure for each BMP proposed in the SWMPP.
- ☐ How the measurable goals for each of the BMPs were selected.
- ☐ Time-lines and milestones for BMP implementation of an ongoing Program implemented over the five-year permit term.
- ☐ Municipalities must discuss, cost and financing mechanisms for implementation of each measurable goal (NPS Grant requirement).

Required Measurable Goals for this Minimum Measure:

- ☐ **Measurable goals identified for each BMP.**

- ☐ Develop strategies and procedures for preventing/reducing pollutant runoff and runoff volumes, inspections/cleaning and repair of BMPs, implementation of regular catch basin inspection and cleaning, minimizing erosion of road shoulders and ditches, street sweeping, control of floatables, disposal of waste, assessment of flow management projects, reporting and a description of all operations under legal control within the first year (refer to Part IV.B.6.b.1, 2, 4, 7, and 8).
- ☐ Identify and list location and description of all structural BMPs in the SWPPP at the time of application and update information annually (in the annual report).
- ☐ Inspect all catch basins and manholes annually unless request approval for lesser frequency based on at least 2 years of operational data.
- ☐ Report annually known discharges causing scouring at outfall pipes or outfalls with excessive sedimentation as part of annual report submitted to the Department.
- ☐ Sweeping of all streets and roads within regulated area twice annually unless a lesser frequency can be justified based on at least 2 consecutive years of data to be fully implemented by third year of the program.

Comments:

VIII. Total Maximum Daily Load (TMDL) or other Water Quality Determination and Storm Water Abatement Opportunities (refer to Part IV.D General Permit)

If the Department designates the MS4 as a regulated small MS4 and notifies the MS4 operator that discharges from the MS4 require non-structural or structural storm water controls based on an approved TMDL or other water quality determination that identifies provisions for discharges that contribute to a violation of water quality standards or are significant contributors of pollutants to waters of the State, then the operator must:

- ☐ Identify land areas contributing to the discharges identified in the approved TMDL or other water quality determination by the Department (subwatershed boundaries as determined from USGS topographic maps or other appropriate means).
- ☐ Address all contributing areas and address the impacts identified by the Department.

The operator must provide the following information regarding progress towards meeting the provisions that includes:

- ☐ A tabular description of the discharges identified in the approved TMDL or other water quality determination by Department that includes:
 - Location (latitude/longitude).
 - Proposed project name.
 - Size and type of conveyance (e.g. 15" diameter concrete pipe).
 - Any existing discharge data (flow data and water quality monitoring data).
 - Impairment of concern.
 - Suspected source.
 - Estimated cost.
 - Proposed funding source.
 - Schedule (calendar start and completion times).

- Deliverable (e.g., type of infrastructure installed).
 - Anticipated improvement to water quality.
- ☐ A description of the TMDL provisions or provisions of other water quality determination specific to the discharge.
- ☐ A description of any BMP(s) that have been implemented or will be implemented to address the provisions and pollutant(s) of concern identified by the Department. The BMPs must be tailored to address the pollutant(s) of concern and findings of the TMDL or other water quality determination by Department. The operator shall assess the six minimum control measure BMPs and additional controls currently being implemented or that will be implemented in the SWMPP and describe the rationale for the selection of controls. The rationale must include the location of the discharge(s), receiving waters, water quality classifications, shellfish growing areas, and any other relevant information that the municipality may have (e.g. land use).
- ☐ SWMPPs must include a discussion of and recommendations for source reduction via appropriate land-use and environmental management including, but not limited to, the following (NPS Grant Requirement):
- Establishment of buffer zones and vegetated drainage ways.
 - Wetland protection.
 - Maintenance or restoration of natural infiltration.
 - Cluster zoning, transfer of development rights, etc.
 - Overlay districts for sensitive areas.
 - Wastewater management programs.
 - Storm water utilities.
- ☐ If additional structural storm water controls or measures are necessary to meet the provisions of an approved TMDL or other water quality determination by Department, a Scope of Work (SOW) document must be prepared describing the process and rationale that will be used to select BMPs and measurable goals to ensure that the TMDL provisions or other provisions identified by the Department will be met.
- ☐ Environmental impacts for all BMPs being proposed for SRF funding.
- ☐ A map of all proposed structural best management practices.

The SOW document must:

- ☐ Document how all remaining discharges within the contributing area not identified in the approved TMDL or other water quality determination by the Department, or system mapping, will be identified and assessed.
- ☐ Document how the drainage or sub-catchment area(s) from discharge(s) identified in the approved TMDL or other water quality determination by the Department will be determined. Include sub-catchment area(s) from remaining discharges within contributing area that have not been identified in the approved TMDL or other water quality determination by the Department.
- ☐ Document the process that will be used to identify interconnections within the system as well as how the permittee will work cooperatively with operators/owners of the interconnected system.
- ☐ As appropriate, identify any structural BMPs that address the pollutants of concern, areas to site potential BMPs, permitting requirements or restrictions, potential costs, preliminary and final engineering requirements or the steps taken to determine this information if not known.
- ☐ The operator must provide measurable goals for the development and/or implementation of the six minimum measures and additional structural and non-structural BMPs that will be necessary to address provisions for the control of storm water in the provisions identified by the Department.

Note: Development and implementation of any amendments made to the six minimum control measures within regulated areas and/or development and implementation of the six minimum control measures to contributing areas that were previously not regulated, must begin at the time of submittal of the NOI/SWMPP or revised SWMPP. Development and Implementation of storm water control measures from the MS4 that are additional to the six minimum control measures must be started upon receipt of written approval from the Department based on a review of the SOW and implementation schedule.

Comments:

IX. Annual Reporting (refer to Part IV.G General Permit)

An **annual report** must be submitted for each year after the permit is issued by March 10th. The reports must contain information regarding activities of the previous calendar year. Reports must be submitted to RIDEM and the operators of identified interconnected MS4s. The following information must be contained in the annual report:

Assessment of Progress

- ☐ Compliance with the permit conditions.
- ☐ Appropriateness of the selected BMPs.
- ☐ Progress towards achieving the measurable goals.
- ☐ Progress towards meeting the requirements for the control of storm water identified in an approved TMDL.

Data Collection

- ☐ Summary of results of any information (e.g., monitoring data) that has been collected and analyzed. This includes any type of data.
- ☐ Newly identified physical interconnections with other small MS4s.

Public Comment

- ☐ Date of annual notice and copy of public notice for review of the plan.
- ☐ Summary of public comments received in the public comment period of the draft annual report and planned responses or changes to the program.

Completed Activities

- ☐ Summary of the extent of the MS4 system mapped, actions taken to detect and address illicit discharges including: the number of illicit discharges detected, illicit discharge violations issued, and violations that have been resolved. Number and summary of all enforcement actions referred to RIDEM.
- ☐ Summary of the number of site inspections conducted for erosion and sediment controls, inspections that have resulted in an enforcement action and violations that have been resolved. Number and summary of all enforcement actions referred to RIDEM.

- ☐ Summary of the number of site inspections conducted for proper installation of post construction structural BMPs, inspections that have resulted in an enforcement action, and violations that have been resolved. Number and summary of all enforcement actions referred to RIDEM.
- ☐ Summary of the number of site inspections conducted for proper operation and maintenance of post construction structural BMPs, inspections that have resulted in an enforcement action, and violations that have been resolved.
- ☐ Coordination of activities planned with physically interconnected MS4s.

Proposed Activities

- ☐ Discussion of activities to be carried out during the next reporting cycle.
- ☐ A discussion of any proposed changes in identified BMPs or measurable goals.
- ☐ Planned municipal construction projects and opportunities to incorporate water quality BMPs, low impact development as well as activities to promote infiltration and recharge.

Interagency Coordination

- ☐ Reference any reliance on another entity for achieving any measurable goal.

Comments:

X. Implementation Schedule

- ☐ Plan has a comprehensive implementation schedule consistent with RIPDES guidance (refer to Appendix B) that includes BMP identification number, BMP description, responsible party, measurable goal and implementation start and completion dates.

Comments:

Appendix A: Example: Illicit Discharge Detection and Elimination (IDDE) Program

STORM WATER MANAGEMENT PROGRAM PLAN IMPLEMENTATION SCHEDULE SUMMARY
NAME OF OPERATOR _____

BMP ID	Minimum Control Measure Illicit Discharge Detection and Elimination		Responsible Party	Measurable Goal	Implementation Date
	BMP Description				
3.1	Management	Responsibility, tracking, record keeping, evaluation etc.	DPW	Assign individual(s) responsible for overall management and implementation of the IDDE minimum measure. (Part IV.B.3.11)	Start: 3/04 Finish: 4/04
				Develop procedures to evaluate the success of IDDE minimum measure (Part IV.B.3.12)	Start: 4/04 Finish: 6/04
3.1	Mapping	Verify outfall locations through outfall survey and complete GIS mapping, record additional elements, tag outfalls.	DPW	Develop procedures for identification of the location of outfalls (Part IV.B.3.1)	Start: 4/04 Finish: 6/04
				Develop procedures for tagging of outfall pipes (Part IV.B.3.2)	
				Develop procedures for recording of additional elements (Part IV.B.3.3)	
				Gather pertinent data from RIDEM (TMDL, Shellfish program etc).	Start: 4/04 Finish: 5/04
				Conduct surveys of all remaining areas not surveyed	Start: 6/04 Finish: 9/04
				Incorporate 100% of outfall location/receiving waterbody information into GIS	Start: 9/04 Finish: 12/04
				Tag 50% of accessible outfall pipes (or GIS with sufficient accuracy) (Part IV.B.3.2)	Start: 3/06 Finish: 3/07
				Tag 100% of accessible outfall pipes (or GIS with sufficient accuracy) (Part IV.B.3.2)	Start: 3/07 Finish: 3/08
				Record all additional elements on municipal plat maps or GIS (Part IV.B.3.2)	Start: 6/04 Finish: 3/08
3.2	Illicit Discharges	Investigate suspected illicit discharges and remove illicit discharges.	DPW	Develop Standard Operating Procedure (SOP) to detect and address the illicit discharges to the system including discharges from illegal dumping, spills and individual sewage disposal systems (ISDS) when applicable, catch basin and manhole inspections, investigation of complaints, and dry weather field screening for non-storm water flows and field tests of selected parameters (Part IV.B.3.5)	Start: 4/04 Finish: 6/04
				Procedures for coordinating with other physically interconnected MS4s (Part IV.B.3.7)	

Appendix A: Example: Illicit Discharge Detection and Elimination (IDDE) Program (continued)

STORM WATER MANAGEMENT PROGRAM PLAN IMPLEMENTATION SCHEDULE SUMMARY
NAME OF OPERATOR _____

BMP ID	Minimum Control Measure Illicit Discharge Detection and Elimination		Responsible Party	Measurable Goal	Implementation Date
	BMP Description				
3.2	Illicit Discharges	(continued)	DPW	Procedures for referral to RIDEM of non-storm water discharges not authorized in accordance to Part I.B.3. (Part IV.B.3.8)	Start: 4/04 Finish: 6/04
				Procedures to record and track all actions taken to detect and address illicit discharges. (Part IV.B.3.10)	
				Catch basin and manhole inspections once by fourth year (Part IV.B.3.5.vi) - Inspect 100% of catch basins and manholes / coordinate with cleaning schedule under Good Housekeeping	Start: 6/04 Finish: 3/07
				Dry Weather Survey (conduct between July 1 st - October 31 st by fourth year) (Part IV.B.3.5.vii) - Sample 100% of dry weather flows	Start: 7/04 Finish: 10/04
				Dry Weather Survey (conduct between January 1 st -April 30 th by fourth year) (Part IV.B.3.5.vii) - Sample 100% of dry weather flows	Start: 1/05 Finish: 4/05
				Prioritize annual IDDE investigations based on outfall surveys/complaints	Annually (December) 12/04..12/08
				Investigate 100% of annual prioritized IDDE investigations	Updated Annually Start:12/04 Finish: 3/08
				Enforcement action taken on 100% of illicit discharges found or referred to other entity such as police, Health Department, RIDEM or USEPA.	Start: 12/04 Finish: 3/08
3.3	Ordinance	Adopt IDDE ordinance to effectively prohibit illicit discharges.	DPW, Storm Water Committee	Review existing ordinance and model ordinances	Start: 3/04 Finish: 6/04
				Develop and introduce draft ordinance by first year (Part IV.b.3.4)	Start: 6/04 Finish: 3/05
				Adopt ordinance by second year (Part IV.b.3.4)	Start: 3/05 Finish: 3/06

Appendix A: Example: Illicit Discharge Detection and Elimination (IDDE) Program (continued)

STORM WATER MANAGEMENT PROGRAM PLAN IMPLEMENTATION SCHEDULE SUMMARY
NAME OF OPERATOR _____

BMP ID	Minimum Control Measure Illicit Discharge Detection and Elimination		Responsible Party	Measurable Goal	Implementation Date
	BMP Description				
3.4	Education/ Outreach	Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste. Establish a program for household hazardous waste special collection days and inform citizens of program and it's benefits.	DPW, Storm Water Committee	Plans on how to inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste. (Part IV.B.3.9)	Start: 9/04 Finish: 9/05
				IDDE Materials developed and distributed to 100% of community (business and residential)	Start: 9/05 Finish: 9/07
				Develop household hazardous waste program	Start: 9/05 Finish: 9/06
				Inform 100% of residents of household hazardous waste program	Start: 9/06 Finish: 9/07
				Develop a IDDE hotline program	Start: 9/05 Finish: 9/06
				Inform 100% of residents of IDDE hotline	Start: 9/06 Finish: 9/07
				Prioritize areas -delineate catchment areas to sensitive receptors such as Special Resource Protection Waters and impaired waters to focus storm drain stenciling efforts and pet waste enforcement efforts	Start: 6/06 Finish: 7/06
				Use summer Police force on bicycles to issue warnings and tickets to violators of animal waste ordinance in prioritized areas	Annually (June-August) 6/06..8/08
				Issue quarterly report of testing information from volunteer monitoring groups to identify problem areas	Annually (September) 9/06..9/08
				Storm drain stenciling/adopt a drain program - stencil 100% of storm drains in prioritized areas. Work with local businesses to "adopt" and maintain storm drains in prioritized areas	Annually (June-August) 6/06..8/08
			Develop and install signs and pet waste bag dispensers at four locations where Town already has garbage pickup.	Start: 6/06 Finish: 7/06	

Appendix A: Example: Illicit Discharge Detection and Elimination (IDDE) Program (continued)

STORM WATER MANAGEMENT PROGRAM PLAN IMPLEMENTATION SCHEDULE SUMMARY

NAME OF OPERATOR _____

BMP ID	Minimum Control Measure Illicit Discharge Detection and Elimination		Responsible Party	Measurable Goal	Implementation Date
	BMP Description				
3.5	Training	Training of public employees on techniques to find illicit connections, and how to contact sources of illicit discharges and secure the cooperation of the party who is responsible to correct the problem.	DPW, Storm Water Committee, University	Develop training program	Start: 4/04 Finish: 3/05
				Train 100% of staff that will be involved with illicit discharge detection and elimination	Annually (March) 3/05..3/08

Appendix B: SWPPP Requirements for Regulated Facilities

Refer to Part IV.B.6.b.5 General Permit

- ☐ Individual responsible for coordinating and implementing the activities described in Parts IV.B.6.b.5.iii-x. The permittee must identify the individual or team who will: coordinate the development, inspections and implementation of all pollution prevention activities at a particular facility, coordinate employee training programs, keep all records and ensure that reports are submitted; implement the preventative maintenance program, oversee good housekeeping activities and serve as spill response coordinator; and conduct/assist with inspections and training program and conduct sampling if necessary. The following information must be provided for each individual: Name, office number, title and description of responsibilities.
- ☐ Description of the facility that includes the following information: address, number of acres, size of impervious areas, number of buildings and what they are used for, number and types of vehicles, number and location of outfalls, number and location of catch basins and if applicable specify description of facilities for vehicle maintenance, vehicle washing, vehicles fueling and sand/salt storage.
- ☐ Description of activities conducted at the site such as past spills and chronic leaks; locations of the following activities where such activities are exposed to precipitation or runoff, grit, screenings, solids handling, sludge drying beds, dried sludge piles, compost piles, septage receiving, chemical storage, AST and UST fuel tanks, vehicle fueling stations, vehicle and/or equipment washing and maintenance areas, area for loading and/or unloading materials, above ground and under ground tanks, waste storage and disposal areas, including dumpsters, sand/salt piles or storage sheds, and any other exposed significant material; and description of allowable non-storm water discharges.
- ☐ A site map of the facility, with information on locations and activities, and a description of the storm water drainage system. The site map must include but not be limited to: all storm water outfalls; drainage area of each outfall and direction of storm water flow; structural storm water pollution control measures, such as flow diversion structures, retention/detention ponds, vegetated swales and/or sediment traps; name of receiving waters (or note discharges to a municipal separate sewer system); locations of activities where pollutants are or could be exposed to precipitation or runoff, locations of material storage areas and location of runoff from adjacent property if it impacts your storm water; access roads; location of material transfer; and location of machinery.
- ☐ Description of any materials or activities that are or could be exposed to storm water and an assessment of the potential for various sources to contribute pollutants to storm water discharges. The operator must assess each of the materials and activities considering the toxicity and quantity of pollutants used, produced, or discharged, the likelihood of contact with storm water, and the history of significant leaks or spills of toxic or hazardous pollutants.
- ☐ Description of practices that are in place or will be implemented to control pollutants that have the potential to contaminate storm water. The description of practices must address the following:
- ☐ Good housekeeping practices such as: procedures for spill cleaning, washing of vehicles with the use of BMPs, indoor storage of all fluid products and wastes, proper storage of waste oil and antifreeze, indoor changing of fluids and location of compost piles.
- ☐ Preventive maintenance procedures such as: written spill prevention and response policy, staff training on spill prevention and response procedures, spill response equipment located at all potential spill areas, supervision of transfer of to and from tank by personnel trained in spill response procedures, adequate inspection and cleaning of structural BMPs, inspection of outdoor storage areas.
- ☐ Existing and planned BMPs used to control the discharge of pollutants in storm water for activities such as: loading and unloading of materials, vehicle fueling, storage of chemicals and hazardous materials, storage of scrap metal or other raw or intermediate products, storage of salvage, and waste storage and handling.

Appendix B: SWPPP Requirements for Regulated Facilities (continued)

- ☐ Description of procedures for handling of vehicle water and wastewater at the facility. If wastewater from vehicle or equipment washing operation discharges to a waterway, wetland or municipal storm drain, discharges must be authorized under a separate RIPDES permit. If wastewater is handled in another manner, describe the disposal method.
- ☐ Description of storage of salt and salt/sand piles at the facility. Salt and salt/sand piles must be enclosed or covered by a storm resistant shelter to prevent exposure to rain, snow, snowmelt and/or runoff. If applicable description of temporary practices used to prevent exposure of salt and salt/sand piles to rain, snow, snowmelt and/or runoff.
- ☐ Implementation of standard operating procedures to eliminate the discharge of storm water exposed to fuels, procedures must include requiring absorbent materials to be located in close proximity of fuel pumps for quick response to spills or leaks from fueling. In addition, procedures must be established to prevent fuel overfilling of vehicles and storage tanks.
- ☐ Implementation of BMPs to ensure that vehicle maintenance operations will not impact storm water runoff quality. Such operations include, but are not limited to fluid changes, lubrication, brake servicing (including grinding of rotors), parts degreasing, and proper waste disposal.
- ☐ Potential areas for erosion and the controls that will be used to prevent erosion.
- ☐ Storm water runoff control management practices other than source control used at the facility such as: drainage outfalls discharge to riprap pads, runoff directed to detention/retention basins or dry wells, impervious areas have no curbs to encourage sheet flow runoff to vegetative areas, biofilter/bioremediation is used to treat runoff.
- ☐ Copy of any Spill Prevention and Response Procedures that address tanks, fuel pumps and hazardous materials. These must include list of procedures that apply to specific locations or materials at the facility.
- ☐ Employee training to address spill prevention and response, good housekeeping and materials management practices.
- ☐ Description of procedures for evaluation of compliance. Procedures must include visual monitoring, annual site inspections and record keeping and reporting.
- ☐ Routine visual inspections of designated equipment, processes, and material handling areas must be performed for evidence of, or the potential for, pollutants entering the drainage system or point source discharges to a waters of the State.
- ☐ Quarterly visual monitoring of the storm water discharges at each outfall at the facility must be performed during daylight hours and within thirty (30) minutes after storm water begins to runoff, observed contamination/problems with date and time must be documented, the source of contamination and actions to eliminate it must be described and monitoring logs must be kept.
- ☐ The entire facility must be inspected at least once a year for evidence of pollution, evaluation of BMPs that have been implemented, and inspection of equipment. The site inspection report must include date of inspection, name of personnel conducting the inspection, observations, assessment of BMPs, corrective actions taken, and a signed certification. A tracking or follow up procedure must be used to ensure that the appropriate action has been taken in response to the inspection.

Appendix B: SWPPP Requirements for Regulated Facilities (continued)

- ☐ The facility must maintain records of spills, leaks, inspections and maintenance activities for at least one year after the permit expires. Record keeping procedures must also include a compliance evaluation report. The reports and SWPPP must be kept on-site. Both the Evaluation Report and any reports of follow-up action must be certified and include signature and date of certification. Certification language: "This Compliance Evaluation Report has been prepared by qualified personnel who properly gathered and evaluated information submitted for this Report. The information in this Report, to the best of my knowledge, is accurate and complete." Records described in this SWPPP will be retained on site for 5 years from the date of the cover letter that notifies this facility of coverage under the storm water permit. These records will be made available to state or federal inspectors upon request. Additionally, employee-training records shall also be maintained.
- ☐ If the facility expands its operations, or changes any significant material handling or storage practices that could impact storm water, the SWPPP must be amended. The amended Plan will describe the new activities that contribute to increased pollution and planned control measures. The Plan must also be amended if a state or federal inspector determines that it is not effective in controlling storm water pollutants discharged to waterways.

Comments:

Appendix C: State Revolving Fund (SRF) Assessment

Best Management Practices requiring construction that desire to be eligible State Revolving Fund (SRF) assistance must develop an Environmental Assessment (EA) comply with the Environmental Review Process of the SRF program. The elements of the Environmental Assessment are listed below:

- Does the SWMPP forecast the future environment in the planning area without the proposed project(s) in the Plan? (i.e. "no build" alternative).

Direct Impacts

- Will there be disruption of traffic, business or other daily activities during construction? (Attach correspondence to and from RI Dept. of Transportation)
- Will there be damage to historical, archaeological, cultural or recreational areas during construction or permanently? (Attach correspondence to and from RI Historical Preservation Commission and Narragansett Indian Tribe)
- Will there be disturbance of sensitive ecosystems such as wetlands and habitats of endangered or threatened species during construction or permanently? (Attach correspondence to and from RI Department of Environmental Management and NOAA/NMFS, Habitat Conservation Division)
- Will there be pollution of surface waters due to erosion in the project(s) area(s) during or after construction?
- Will there be impacts on water quality from effluent discharge(s) during construction or operation?
- Will there be displacements of households, businesses, or services occurring? If so, how many?
- Will there be discharge of pollutants, noise or visual impacts?
- Will there be increased: air or noise pollution; solid waste production; or demand for potable water from induced changes in population and land use?

Indirect Impacts

- Does the environmental analysis give special attention to indirect impacts to determine whether they will violate Federal, State, or local laws?
- Has induced growth been considered?

General Aspects

- Are cumulative impacts considered?
- Are mitigation measures specified for direct and indirect detrimental impacts?

Summary of Environmental Considerations

- Is a summary of the existing system and environmental needs included?
- Is a summary of the future environment without the project included?
- Is a summary of the alternatives generation, evaluation, and selection process that led to the preferred alternative included?

The Environmental Assessment must be presented at a public meeting and a public hearing. The public meeting for the community's Stormwater Management Program Plan can be credited towards satisfying the public meeting requirement for the Environmental Assessment provided the EA is part of the SWMPP.

